



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9216
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October 3, 2007

Diane Nunn, Director
Judicial Council of California, Administrative Office of the Courts
Center for Families, Children, and the Courts
455 Golden Gate Ave.
San Francisco, California 94102

Dear Ms. Nunn:

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the Child Abuse and Neglect (CAN) Legal Resources Website Program Request for Application (RFA). This is an RFA comprised solely of federal Children's Justice Act (CJA) funds for specific activities. This document is designed to be interactive electronically with fillable forms which are available on the OES website in "Forms" at www.oes.ca.gov. Users need to use Adobe Reader 7.0 or 8.0 (free software) in order to access and save the text of their completed forms. A link to Adobe is provided at the bottom of the "Forms" pages.

The RFA is being e-mailed to you, the Project Director. It will also be posted to the OES Website at www.oes.ca.gov, under OES Divisions and Regions, Law Enforcement and Victim Services Division, Requests for Application (RFA) Funding Information.

The project currently funded, Judicial Council of California, is the only project eligible to receive funding under the CAN Legal Resources Website. The grant period will begin January 1, 2008 and end December 31, 2008. The total amount of CJA funds available for the California Institute of Human Services for Federal Fiscal Year 2007/08 is anticipated to be \$238,000. Please note that funding is contingent upon availability of the federal funds, successful project performance, and compliance with the grant award agreement.

To receive funding in calendar year 2008, you should return the completed application by **Friday, November 2, 2007**. Instructions for mailing the application are included in the RFA.

Should you have questions, please contact Norine Hegy, Senior Program Specialist, at (916) 327-8700 or by email at norine.hegy@oes.ca.gov.

Sincerely,

Lori Suzanne Nosanow, J.D., Chief
Victim Justice Section

Enclosure

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
CHILD ABUSE AND NEGLECT LEGAL RESOURCES WEBSITE PROGRAM**

REQUEST FOR APPLICATION

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- III. FORMS** - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select “Forms”, **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

GRANT AWARD FACE SHEET AND INSTRUCTIONS

PROJECT CONTACT INSTRUCTIONS AND INFORMATION

SIGNATURE AUTHORIZATION AND INSTRUCTIONS

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

BUDGET FORMS (Excel spreadsheet format)

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

PROJECT SUMMARY

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD ABUSE AND NEGLECT LEGAL RESOURCES WEBSITE PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "*Recipient Handbooks*."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Norine Hegy
(916) 327-8700
Fax: (916) 327-5674
norine.hegy@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by November 2, 2007**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Norine Hegy – Victim Justice Section (PC Program)

2. Hand delivered by **5:00 p.m. on November 2, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Norine Hegy – Victim Justice Section (PC Program)

D. ELIGIBILITY

The Judicial Council of California, Administrative Office of the Courts, is the only agency eligible to apply for funding under this grant program.

E. FUNDS

The Child Abuse and Neglect (CAN) Legal Resources Website Program is funded with federal Children's Justice Act (CJA) funds. The total amount available for the program is \$238,000.

This allocation is for the third year of a three-year program. The CJA funds available through this RFA are for the grant period beginning January 1, 2008 and ending December 31, 2008. Continuation funding is contingent upon availability of the federal funds, successful project performance, and compliance with the grant award agreement.

F. CJA PROGRAM INFORMATION

The CAN Legal Resources Website Program is funded with federal Children's Justice Act funds. The Children's Justice Act (CJA) is supported by the Federal Crime Victim's Fund from fines and fees from defendants convicted of federal crimes. The Crime Victim's Fund is administered by the United States Department of Justice, Office of Victims of Crime (OVC). CJA grants awarded by the Administration on Children, Youth, and Families, United States Department of Health and Human Services, as authorized by Section 107 of the Child Abuse Prevention and Treatment Act (CAPTA), as amended October 3, 1996. Recipient States must be eligible for the CAPTA Basic State Grant and establish and maintain a multidisciplinary task force on children's justice issues.

OES is the administering agency for the CJA grant funds. The CJA is a federal program charged with identifying the need for systemic changes in the area of investigating child abuse. The federal funds provide grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. Since 1993, CJA funds have supported numerous programs throughout California and propelled much needed change in the system's response to child abuse. The overall goal of the CJA is to reduce systemic trauma to children who are victims of child abuse, sexual abuse and exploitation, and preserve the rights of all parties involved in the investigation of such cases.

Recipients must comply with Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by federal program either directly or through state or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts.

The CJA Task Force is a requirement for California's eligibility to receive the federal funds. This Task Force is comprised of professionals throughout California who have knowledge and expertise in the areas of criminal justice and child abuse, including investigation of child physical abuse, child neglect, child sexual abuse and exploitation, child maltreatment-related fatalities, and disabilities. The Task Force is responsible for making policy, program, and training recommendations to the State regarding improvements and reform to the way suspected child abuse cases are handled.

G. CAN Legal Resources Website Program Information

To further the goals of the Children's Justice Act, the Task Force has recommended funding for the CAN Legal Resources Website Program. The primary purpose of the program is to purchase and modify the State of Texas' Guardian Ad Litem Website for use by California professionals involved with child abuse and neglect cases. The CAN Legal Resources Website will serve as both a means for disseminating a wide array of legal and technical assistance to attorneys, as well as providing a private forum for them to discuss practice challenges and innovative solutions.

A brief description of each of the program activities is included with this RFA in Part II, Section A: Project Narrative.

H. PREPARING AN APPLICATION

Part III - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the 8 required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Project Budget (OES A303a-c);
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD ABUSE AND NEGLECT (CAN) LEGAL RESOURCES WEBSITE PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

A problem statement is not required unless the Problem described in the first year's application has changed significantly.

2. Plan and Implementation

Describe how each of the program objectives will be addressed, including a specific plan for accomplishing the program activities, how the plan will be implemented, and how each of the objectives will be documented. Each of the following program objectives and accompanying activities must be included in the application:

Objective 1: Complete the adaptation of the Texas Website to meet California's needs.

Objective 2: Continue to compile legal research and case law summaries specific to California and additional legal resources, and develop content identified for inclusion on the website.

Objective 3: Continue to develop additional content for the website, including, but not limited to, training materials and technical assistance resources.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include ***only*** those items covered by grant funds. The applicant may

supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include these funds in the project budget. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program while ensuring the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFA should you have additional budget questions.

Specific Budget Categories

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

1. Personal Services – Salaries/Employee Benefits (OES A303a):

a) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

b) Benefits

Employee benefits must be identified by **type and percentage of salaries**. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable

budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

2. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

3. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Summary;
- Noncompetitive Bid Justification, if applicable;
- Noncompetitive Bid Request, if applicable;

- Out of State Travel Request, OES 700, if applicable; and
- Computer and Automated Systems Purchase Justification Guidelines; if applicable.